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BUIL 4027  
Integrated Project

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***100 days***  
***Industry Work Experience***

***STUDENT***  
***INFORMATION***  
***PACK***

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## Industry Based Learning and Integrated Project merge in 2017

In 2018 the Industry Based Learning (BUIL 4026) course was merged with the Integrated Project (BUIL 4027) course. From SP2, 2018 the 100 days Industry Work Experience component of the program will be assessed within Integrated Project course assessments.

In order for students to undertake the Integrated Project course in their final year of study, students must have successfully completed all the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year courses and must have completed 100 days of Industry Work Experience and have the relevant information documented about their 100 days.

All the forms relating to the successful completion of the 100 days of Industry Work Experience can be found on the [Construction Management and Economics Program Home Page](#).

### Is this information pack for you?

**Q:** Who should read this?

**A:** If you are a student in the IHCN program OR if you are a student in the IBBE program who perhaps hopes to one day transfer into the 4 year IHCN program, then this information is relevant to you because the successful completion of IHCN requires 100 days of industry work experience before commencing the Integrated Project course, BUIL 4027 in SP2 of the fourth year of the program.

### **NOTE:**

All construction student should start to accumulate their 100 days of industry work experience at the beginning of their studies (1<sup>st</sup> year). We strongly advise all students NOT to leave it until the 3<sup>rd</sup> or 4<sup>th</sup> year to start to complete their 100 days of work experience as it will not be completed in time.

### Useful links

- [Construction Management and Economics Program Home Page](#).  
www.unisa.edu.au/nbe > Current Students > Construction and Project Management Resources Page
- [Course homepage- BUIL 4027 – Integrated Project](#)
- [Career Services at UniSA](#)
- [Learning and Teaching Unit at UniSA](#)

## Introduction

A student commencing the Integrated Project course (BUIL 4027) must have accumulated 100 days/equivalent (approved) industry work experience prior to the commencement of the this course. All students who intend to enrol in the Integrated Project course will have to enrol in this course in study period 2 of the fourth year of the IHCN Program. The course will now cover two major components: the accumulation of 100 days of industry work experience (to be completed before the course starts); and the reflective learning gained from that work experience and a presentation.

## Course Aim

The Integrated Project course will enable students to experience professional dimensions within the construction industry and apply learned theoretical concepts from the program. The experiential learning process will be strengthened by students examining and reflecting on their experiences.

Integrated Project is mandatory for all students enrolled in the 4-year, Bachelor of Construction Management and Economics degree (IHCN). You will need to consider this work experience requirement if you are enrolled in the 3 year, Bachelor of Built Environment (IBBE) degree currently but plan to apply for the 4-year Bachelor of Construction Management and Economics degree (IHCN) at the end of your program.

## Learning Objectives

On completion of the Integrated Project course students should be able to:

1. Record their project based experiences and relate the theoretical principles previously taught to the professional practices observed.
2. Recognise, analyse and undertake appropriate routing tasks, under supervision, in various construction and building industry linked organizations.
3. To reflect upon issues of professional ethics encountered during their industry experience.
4. Have gained self-awareness and maturity in terms of their own capabilities.
5. Recognize the value of experiential learning and reflection strategies to the individual's learning environment.

*This information is subject to change.*

## Prerequisites

The Integrated Project course requires completion of all 1st, 2nd and 3rd year courses in IHCN as well as a **minimum of 100 days** of Industry Work Experience or the equivalent.

## Where to find Work Experience?

Students are expected and encouraged to use their own initiative to find a suitable position. As a guide, most students write to between 10 and 20 organizations, and this generally results in two or three interviews. There are some lists of companies that may provide work experience positions. Here are some examples:

- [Private Certifiers](#)  
<http://www.sa.gov.au/topics/housing-property-and-land/building-and-development/building-and-development-applications/applications-with-a-building-component/private-certifiers>
- [AIQS register of firms](#)  
[http://www.aiqs.com.au/imis/AIQS\\_Website/News/2015\\_AIQS\\_A-List.aspx](http://www.aiqs.com.au/imis/AIQS_Website/News/2015_AIQS_A-List.aspx)
- [DPTI- Building Project Information Management System / Prequalified Contractors](#)  
[http://www.bpims.sa.gov.au/bpims/login/cc\\_search\\_start.jsp](http://www.bpims.sa.gov.au/bpims/login/cc_search_start.jsp)
- [SA Local Government Contact Information, Council contact details](#)  
<http://www.lga.sa.gov.au/page.aspx?u=992>

## Forms to complete for Work Experience

Please ensure all the appropriate forms that follow are completed at the start of your work experience commencing. It is important to ensure you maintain all sheets throughout your work experience and keep them for inclusion for your final reporting assessments.

### *Work Experience Details & Expectations Form*

All students are required to complete the Work Experience Details and Expectations forms within the first week of commencing their work experience. This form is available on the [Construction Management and Economics Program Home Page](#).

A fresh Work Experience Details and Expectations form must be submitted if the student obtains work experience from another employer. This is to ensure that the experience attained from alternative employers is recorded and is kept separate for referencing purposes. Failing to do may make those sheets for that period invalid.

### *Insurance Form*

All students are required to complete the FS23 Insurance form within the first week of commencing their work experience. This form is available on the [Construction Management and Economics Program Home Page](#). Maintain a copy for the employer and one for your individual files and reporting.

A fresh FS23 Insurance form must be submitted if the student obtains work experience from each alternative employer. Failing to do may make the log sheets for that period invalid.

There are two types of Insurance cover, please choose the one applicable to you;

- **Paid work experience:** If you are receiving any form of payment/remuneration from your host employer the university will not cover you for insurance. In this case you will need to supply your course coordinator with evidence that you are covered under their liability insurance. E.g. Employer's Public Liability certificate or letter.

- **Non-paid work experience:** If you are not receiving any form of payment/remuneration from your host employer the university will cover you with insurance while you are on work experience. Please complete a FS23 Insurance form and have your host employer sign it and return it to the course coordinator.

If you are being covered by the University's insurance and have completed the FS23 form please note:

***Conditions for University Insurance Cover while on Placement:***

- The Placement is relevant to the students current Program of study.
- The Placement is University approved by way of a completed FS23 form (staff access only) or Affiliation Agreement.
- The FS23 form or Affiliation Agreement has been signed by the host organisation.
- **No payment for services is being received by the student.**
- The Placement does not exceed 20 weeks. (Placements are not insured past 20 weeks unless approved in advance by the Insurance Office).
- The Placement does not extend past the students study end date (specifically once the student has qualified to graduate).

***Log Sheets***

Each student must log their work experience weekly on a supplied "Log sheet". You need to submit the original certified log sheets with your Reflective Report in the designated drop box nearby the NBE School Office in the BJ building on level 3 by the designated due date. The Student Assistant may review these logs throughout the Study Periods by mutual arrangement to ensure students are on track with their work experience.

The review of the log sheets will be aimed at determining whether the work experience claimed meets the course aims and objectives. The number of acceptable days of work experience will be accumulated and verified via the log sheet/s being submitted by the Student Assistant. This log sheet is available on the [Construction Management and Economics Program Home Page](#).

## Frequently Asked Questions

**Q: *What do I do if I don't have a CV/resume or any experience with interview?***

**A:** The Learning and Teaching Unit is able to provide training sessions on CV preparation and interview exercises. Students are strongly encouraged to seek out these opportunities.

**Q: *Can I collect work experience from multiple employers?***

**A:** Yes. Many students worked for more than one employer to collect work experience. In those circumstances, a new work experience form and insurance form needs to be submitted to reflect the changes.

**Q: *How should I arrange insurance during my work experience?***

**A:** You can either arrange the insurance through the University (if you are not getting paid whilst undertaking work experience) or through the employer (if you are receiving payment). In the latter case, the insurance is normally covered under the employment agreement.

**Q: *What sort of work experience will be recognized?***

**A:** Students undertake a wide variety of work experience, e.g. contract administration, assisting the project managers, measurement, building surveying etc. Please approach the course coordinator or student assistant if you are not sure if your work experience will be counted.

**Q: *Will remuneration be involved in my work experience?***

**A:** The issue of remuneration varies greatly from no payment to full payment. The University does not get involved in questions of remuneration and students are encouraged to negotiate this issue with the employer. In situations where little or nothing is initially offered, it may be prudent to try to negotiate some payment after a few weeks experience when the student has established his/her worth. Please keep in mind if you do receive payment for your work experience time, you WILL NOT be covered under the University's insurances.

**Q: *What if I have gained some days of work experience before I have received this document?***

**A:** Your previous work experience will be counted towards the 100 days requirements provided it is documented properly. This may include a weekly log sheet of what experience you have got from that period or a letter from your employer which certifies your roles and responsibilities during that period of time. An interview with the course coordinator or the student assistant may be required to verify this matter.

**Q: *What if I can't accumulate 100 days work experience before I enrol in the Integrated Project course?***

**A:** You will need to approach the course coordinator or the student assistant as soon as possible to discuss this matter. Any other enquires should also be forwarded to the course coordinator as well.